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DDR 976 63

9 July 1963

MEMORANDUM FOR: Chief, Logistics Services Division
SUBJECT : Air-Conditioning in DD/R Area Space,
Fifth Floor

1. You will undoubtedly recall from our previous conversations that our AD/ELINT, as well as the Agency Safety Officer, is very concerned about the conditions in OEL space on the fifth floor, rooms 5F 32 and 5F 38. Although this space is presently being occupied by both the Analysis and Research and Development Divisions, the latter is scheduled to be moved to 2E 13 as soon as the space is vacated and prepared for our occupancy. In the meantime we have obtained permission from DD/I to use the laboratory room in that area for storage of equipment which can not be set up on the fifth floor under present conditions.

2. Because of the urgency to expand our Analysis Division as soon as possible after the move of the Research and Development Division, we are attempting to have everything done ahead of time that is possible; e.g. the Office of Security has surveyed the area. This particular area is one that has always been faulty from an air-conditioning standpoint and the problem will be compounded when the additional equipment is set up unless corrective measures are taken now. Will you please take whatever action is necessary to permit unimpeded operations of our Headquarters Elint Processing Center and to assure healthful working conditions of the personnel in this area?

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[REDACTED]
[REDACTED]
Assistant for Administration
Deputy Director (Research)

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